

# Unitarian Universalist Church at Washington Crossing Board of Trustees

268 Washington Crossing-Pennington Road  
Titusville, NJ 08560

## Meeting Minutes

Wednesday, May 10, 2017



**Join the Journey.  
Open to You.**

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*Pam Shadzik, acting president, called the Board of Trustees meeting to order at 7:01 pm. Also in attendance: President Kathy Frey; Acting Vice President Ed Dobrowolski; Secretary Mike Dalzell; Treasurer Lynne Quinto; Trustees Heather Edwards and Pete Rafle; Rev. Kim Wildszewski; and DLRE Robin Pugh, who offered opening words.*

### Consent agenda

Mike moved the board accept the monthly reports of the minister, DLRE, and office administrator as written (Exhibits A, B, and C, respectively). Lynne seconded. The motion passed unanimously.

Susan Irgang raised a question in her report about how to proceed with pending renovations to the downstairs restrooms. The Strategic Visioning Task Force has said that if kitchen expansion becomes part of a capital campaign, the restroom downstairs could be affected. The dilemma is when to renovate the downstairs bathrooms, which we all agree feel unwelcoming: Do we save labor costs by doing all 4 this summer? We risk additional costs if the downstairs rooms will need to be re-renovated in the near future.

Ed moved that we proceed with the upstairs restroom renovations and postpone major renovations to the downstairs restrooms, but replace fixtures and move forward with minimal aesthetic updates downstairs. Peter seconded. Motion passed unanimously. We may give approval to proceed with full renovation of the downstairs bathrooms at a future date when details of the capital campaign plan have been decided.

### Treasurer's report

The annual auction netted approximately \$40,000. Ten months into the budget year, we have a budget surplus of \$40,356 and are \$7647 ahead of projections.

### 2017–2018 Budget process update

As of this meeting, the pending budget deficit is approximately \$4,000. Kim believes most of this will be covered by outstanding pledges. The board believes the remainder can be found through minor adjustments. Health insurance coverage for the ministerial intern remains a wild card for the bottom line.

The board agreed that it would be best to present a balanced budget to the congregation at the Annual Meeting. The board will take an e-mail vote on the Finance Committee's final budget when available.

### Racial Justice Initiative update

This program moves into its third year in 2017–2018. Nathalie Edmond shared the following suggestions, which represent the consensus of 35 people who attended a meeting about the future of the program:

1. Conduct a "racial literacy" series, featuring small-group conversations and speaker-led events.
2. "Build bridges" – connect with people outside of our church (other congregations, groups different from UUCWC, etc), and foster a *collaborative* relationship.
3. Service and activism. Some people want to do more than just talk. Activities would be governed by subgroups of people who want to lead them.

Pam thanked Nathalie and the Council for Faith in Action for the work it has done on the initiative and encouraged Nathalie to keep the board informed about how the board can support its work.

### Executive session

The board met in executive session to discuss personnel matters from 7:35 to 7:45 and from 8:45 to 8:55.

### **Communications policies**

The Communications Ministry Team drafted three policies for consideration by the board. As liaison to Communications, Mike presented the policies and their rationale. These policies are:

- **Media Relations Policy 1.0**, which confers responsibility for proactive and reactive communication with the media on behalf of UUCWC.
- **Photography and Publicity Releases 1.1**, which requires permission from congregants for the use of their name, likeness, written description, or quotes attributed to them when used to publicize the church and its activities to the external public
- **Social Media Policy 2.0**, which replaces the current Facebook Policy and sets standards for creation of on social media pages under UUCWC's name. The policy also defines authority for page moderators and the Right Relations Committee to enforce guidelines for expression on social media sites that bear UUCWC's name.

Highlights of our discussion:

- It will be important to get word out about these policies, especially the Social Media policy. Mike is willing to make a presentation to Church Council about all three. Ed suggested that we also get word out about them via *CrossCurrents* and the weekly e-mail link, and that Facebook/social media site moderators post a link to the Social Media Policy on a regular basis.
- Susan's new-member intake forms and publicity forms that parents of children in RE classes sign for Robin suffice as substitutes for the church's Publicity Release Form.

Mike moved that the board adopt the Media Relations and Photography and Publicity Release policies as written. Ed seconded. The motion passed unanimously. Final versions are presented as Appendices D and E to these minutes and will be posted on the website. Mike moved that the board adopt the Social Media policy as amended after discussion. Heather seconded. The motion passed unanimously. The final version is presented as Appendix F to these minutes and will be posted on the website.

### **Slate of officers**

Kim shared how the slate, presented by the Nominating Committee, is taking shape. Most positions, with the exceptions of Stewardship and a co-leader for Grounds, have nominees.

### **Service awards**

Pam reviewed the congregation's nominations for service awards. The board voted unanimously on a selection for the Flaming Chalice award. Pam and Ed will confer about the distinguished service award nominations. In making its selections, the board is following new procedures it adopted earlier this year. Pam will send a write-up on these procedures to Mike (for filing) and to Ed (for development of a policy).

### **Deferred to June**

The agenda item "Process check" was deferred until June so as to include trustees-elect in the discussion.

### **Housekeeping**

- The board contribution to *CrossCurrents* will recap the Annual Meeting. Mike will write this piece. We will ask Susan to write a *CrossCurrents* article the bathroom renovations.

### **President's comments**

The board welcomed Kathy Frey, who attended her first board meeting in a year. Kathy expressed gratitude for being with us.

### **Adjournment and next meeting**

The board adjourned at 9:06 pm. Our next meeting is on Wednesday, June 14 at 7:00 pm.

Respectfully submitted,



Mike Dalzell, Secretary, Board of Trustees

## **Exhibit A**

Rev. Kim Wildszewski  
Board Report May 2017

### **UUCWC Mission**

*To Create Community, Celebrate Life, and Change the World*  
*What does it mean to be a Community of Embodiment?*

### **Create Community**

April was, if nothing else, a rich month of worship at UUCWC. Beginning with the Spirituality of Humility; we had a Passover service from a guest preacher Emily DeTar; Easter's theme was on the tombs we experience in our own lives; Charles Stephens came back to preach on Earth Day; we then led the White Supremacy "Teach In" and ended our 5<sup>th</sup> Sunday with a whole hour of meditations for the heart, mind, and body.

The Worship Associates and I have a retreat for this Saturday. Our theme is "Liturgy". I am working to fill the worship calendar for July and August. As you likely remember I take off two Sundays in those months, rather than one.

You will see from Susan's report as well that I led Wings on April 30<sup>th</sup>, welcoming 8 new members and 2 new friends (who plan to sign in the coming days). All but one new member is presumably under 40 years old. All but two households have young children in the RE program. All but one is white. All but two come from Protestant or Catholic upbringings.

Membership totals are currently at 290; this will likely drop by, my estimate, 5 in the coming weeks as we conclude the stewardship campaign and prepare for the annual meeting.

Holly Bussey has agreed to co-chair Membership. We will be having a Membership retreat sometime in June. At this time, we will discuss an intentional relationship (likely shared meetings) with the Nominating Committee to help both of these important areas of UUCWC become more intentional and larger in their impact. On a similar note, I have a meeting with the Community Building folks this upcoming Monday to discuss the expansion of their ministry and working with Membership as the "nurturing" aspect of Membership that is currently deeply missing.

### **Celebrate Life**

This month we mourned the loss of Faelton Perkins, a member since 2014, and our eldest member at 97 years old. A memorial service is being planned for him in early June.

I also officiated Sara (Holcombe) Del Costillo's wedding to Juan this past weekend. A joy to celebrate their life together! I am meeting with Chris Smith and Sue Lynch to officiate their

wedding in June. We have child dedications planned for June 4<sup>th</sup> in the service (along with Bridging our youth that day) as well as later in the summer for non-members (not in service).

Many from the Pastoral Care Team will be attending a District offered Pastoral Care training this Saturday. Much of my pastoral care work of late has ranged from marital / separation grief to ongoing illness to general loss being felt in unanticipated ways.

### **Change the World**

A good amount of my time was given to preparation of the White Supremacy service, but significantly more to the conversations leading up to it during working hours and much more so after and in our online / Facebook ministries.

I've taken over the follow up for the Stewardship campaign, reaching out to about 40 congregants to discover their intention about pledging. Susan Irgang has been putting any updates into iCon. We are currently just under \$402,000 in pledges. With Susan's help we were able to see that: \$401,935 is an increase of 6.6% over last year. It is a 17% increase over 2015-16, and a 29% increase over 2014-15 giving.

The Auction continued to prove to be a vital (and fun) aspect of our congregational life. Connie Schofer and Lynda Shapiro and their team were experts in reaching our goal. Connie shared with me on Sunday that we raised over \$40,000 but I do not have the final or more up to date number.

I was not there but I do want to celebrate that last Tuesday there was a Racial Justice Initiative meeting to consider the next steps of this ministry. 35 were in attendance!

This past Sunday I met with the People of Color circle to hear from them some of the themes that continue to come up in their reflections together. Today I meet with the Socratic Group to continue the "Getting Connected" listening circle opportunities.

Also in response to a recent Personnel meeting, I will be starting a Ministerial Relations Committee come the fall and have asked Margaret DeAngelis and Kathy Frey to be two of the five members I'll need.

We are getting closer to welcoming our first Intern, Sue Flynn. Time and energy has been spent on thinking about where she will have office space, living space, health care, and other such details. Preparing to hire the Office Assistant position has taken a good deal of staff time, especially from Susan. I continue to sit on the Strategic Visioning Task Force.

## Exhibit B

To: UUCWC Board, Barbara Jensen, Susan Colket and Kim Wildszewski  
From: Robin Pugh  
Date: 5/10/17  
Re: April DLRE Report

### Create Community:

- I am planning for children's RE in the fall. It looks like a great year. I'm currently recruiting for 2 female OWL teachers. I view this as a life changing opportunity for the right person.
- Kim, Susan Colket and I have been planning several new ARE classes for the fall with the goal of connecting people in our growing church (both people of different ages and new members with long-term members). Classes include new small group discussions based on the theme of the month, Coming of Age for adults and Beloved Conversations.
- I took over overseeing childcare at the auction because we were not getting many parents to attend the auction. I thought if childcare was more fun parents would attend. With the help of Sarah Burke, we revamped the activities and piloted new childcare safety rules which worked out well. We had a record 32 children in childcare.

### Celebrate Life

- Thank you for bereavement leave during time of my Dad's passing. The time with my mother and siblings was priceless and very healing.
- I am working with Kim and Susan on hiring the office/RE assistant. This has led to fruitful discussions on how the position can be improved and where it might be able to go in the future. We had 2 promising candidates, one turned our offer down and the other withdrew her application. Our search continues.
- I attended a much needed two- day professional development course on staff supervision in churches last week. I look forward to implementing what I learned about setting performance standards and giving weekly, quarterly and annual feedback with the new RE assistant.

### Change the World

- The controversy over UUA hiring practices which critics say systematically favor white ministers and the unexpected resignation of Peter Morales has made my time as LREDA's Vice President time consuming and exciting. The UUA, LREDA and other UU organizations are putting in to place conversations and processes to help Unitarian Universalism take its next step forward on issues of race and privilege. I am working with LREDA's nominating committee to examine how systems of privilege impact LREDA's nominating process.
- A side issue in the UUA hiring controversy is the hiring of ministers over non-ministers at the UUA. This is an important issue to members of LREDA. As the controversy and conversation on white supremacy unfolded over the month, I learned along with the rest of the LREDA Board that the religious educator issue needed to take a back burner to the examination of white supremacy

within our Association. I hold this up as an example of my continued learning on anti racism work.

- The White Supremacy teach in at UUCWC was time consuming to my hours in unspecific ways. Congregants wanted to talk and process. It was important to give time to these important conversations (some people were energized, others were confused) but know that regular work was postponed or done “after hours” in order to have them. This making time for processing with congregants feels reminiscent of what happened at UUCWC in November after the election.
- The White Supremacy teach in was time consuming in specific ways too. I created 5 different age appropriate RE lessons focusing on identity and recruited special teachers for the lessons. RE families were supportive of this focus.

## **Exhibit C**

**Susan Irgang**  
**May 2017**  
**Administrator BOT Report**

### **UUCWC Mission: To Create Community, Celebrate Life, and Change the World**

#### **Creating Community**

My work with Nominating this month continued as we sought leadership for Building and for Grounds under the new function based team models and job descriptions for leadership in these committees; in particular, the need for co-leadership is essential to ensure against burnout and to make finding future leaders easier. Following interviews with several congregants in which I described this new concept, I secured two co-chairs for Building and one for Grounds; we are actively seeking someone else to round out Grounds leadership. FMT is also having leadership changes in Safety and Tech team; the former has been filled but the latter remains open. I am hopeful that we can move into healthier systems that do not overtax our leaders and that require less day to day assistance from me.

I continue to support the Strategic Vision Task Force, working with different members from that team with their assignments. I have been asked to create measurements of membership growth, room usage, staffing needs, space requirements; as well to schedule cottage meetings; and to create a SignUp Genius that allows people to indicate which meeting they will attend. Additionally, when the team requested a visual (camera) septic inspection as part of their research, I found a way to fund this unbudgeted but costly service. I then needed to learn what needs to be done as I will be the person on site dealing with the vendor. Arrangements are currently on hold as our requirements are fine-tuned by the team.

I worked with the Fire Inspector during our annual inspection, who unfortunately found two items on which to cite violations. These violations do not involve major repairs or safety concerns, but specialized cleaning and replacement of old equipment are needed to meet code. I am working with a vendor to address these issues and get them resolved within the 30 day period allowed.

I worked closely with Stewardship and Kim in the completion of the pledge drive. This involved creating reports, posting pledges, preparing and sending thank you letters and other tasks.

Budget season presented the usual challenges, not only for my own office budget, but because of multiple discussions with FMT leaders as to what expenses to plan for in the upcoming year. I am also assisting these groups with the purchase of supplies and equipment before the current fiscal year ends.

Rentals were active this month, following discussion and negotiation with two new potential renters, one of which would be a long term (18 week) weekday rental. I met with the potential long term renter, and, if I can get us to a signed agreement, the church will see a minimum increase of \$1800 in rental income.

In addition to publicity, Auction support included responding to requests from donors to schedule auction events to be held at the church, as well as resolving issues when rooms were not booked for offered events and created conflicts. The church was a hive of activity in the days leading up to the auction as well as the aftermath of this fun event.

## **Celebrate Life**

Following the latest Wings class and the signing of 8 new members, our numbers are 290 Church Members, 32 Friends, 36 Participants and 11 Attendees. While this number is likely to decrease prior to the Annual Meeting, when members who have not paid on their pledge make their membership intentions known, we should acknowledge it as the highest membership ever recorded at UUCWC.

## **Change the (UUCWC) World**

**Staff:** With the resignation of our assistant, Katie Seeley, I began the process of a search for a replacement using Craigslist, as was done in the past, as well as Indeed.com. The latter brought a tremendous response of 41 applicants; however, a review of their resumes revealed that many were not serious about the position, as witnessed by not responding to invitations to interview, not showing up for interviews, etc. So far, Kim, Robin and I interviewed 3 candidates, and I gave phone interviews to 2 more. So far, none meet all of our requirements but we are hoping to offer the position to the best candidate available within the next 7-10 days. Coupled with finding a person for this position was the challenge of determining where everyone would sit once our ministerial intern joins the staff in August. I came up with a plan that might serve the purpose of where everyone will be as well as address safety issues, such as monitoring who enters the building and having an alternate emergency exit from the Nursery; this has required reaching out to contractors to get estimates to make this happen as inexpensively as possible. This project is ongoing.

**Parking:** I am in the process of setting up a meeting with township officials to be sure that all of their requirements are understood and noted for inclusion in our upcoming request to our engineer for revised plans. These plans are the next step in moving the parking project further, as they are required by the agencies from whom approval is still needed.

**Bathrooms:** While the original plan was to renovate all upper and lower level restrooms, the Strategic Vision Task Force's work suggested that the lower level bathrooms might be impacted by potential renovations following a capital campaign. The concern from them was that we might end up redoing the bathrooms twice; however, the capital campaign has not begun and there is no guarantee that the expansions that would impact the lower level restrooms would in fact occur. We would thus be missing the opportunity now to do renovations on the anticipation that they might be part of a larger plan that would not be completed for several years. I am awaiting the Board's decision on how to proceed with bathroom renovation plans.

**New skills:** The sermon from April 30<sup>th</sup>'s White Supremacy Teach In was spread over an introduction and two homilies, separated by readings and songs. In order to post this sermon on our website, the different audio tracks needed to be spliced together to form one audio file. At Olaino Hardaway's suggestion, I downloaded software called Audacity, taught myself how to use it, and created the file for posting earlier this week.

All of the above was accomplished, along with the regular work of creating emails, printed communications and orders of service, supervising staff and volunteers.

We will miss Katie Seeley as a part of our team, and thank her for her time and contributions to UUCWC.